

[Your Name]  
[Your Employee ID Number]  
[Your Department]  
[Date]

[HR Manager's Name or Benefits Department]  
[Company Name]  
[Company Address]

**Subject: Official Request for Employer-Sponsored Health Savings Account (HSA) Setup**

Dear [Recipient Name],

I am writing to formally request the setup of an employer-sponsored Health Savings Account (HSA) in connection with my enrollment in the company's High Deductible Health Plan (HDHP).

Please initiate the process to open my account with the company's designated HSA provider. I would also like to authorize the following pre-tax salary reductions to be deposited into this account:

- **Contribution Amount per Pay Period:** \$[Amount]
- **Effective Date:** [Date]

I understand that these funds are to be used for qualifying medical expenses as defined by the IRS. Please provide me with any necessary enrollment forms, account login details, or debit cards associated with this account once the setup is complete.

Thank you for your assistance in processing this request.

Sincerely,

[Your Signature]  
[Your Printed Name]